



Department of
**Intellectual &
Developmental Disabilities**

Director of Survey Operations
Employment and Community First CHOICES (ECF)

Salary: \$4,327.00 per month DOE

The State of Tennessee DIDD is seeking to fill the position of **Director of Survey Operations for Employment and Community First CHOICES (ECF)**. This position will be stationed in Nashville and will supervise ten (10) ECF surveyors in three (3) regions across the state. Salary will start at \$4,327.00 per month and is subject to negotiation based on years of related experience.

Duties and Responsibilities

- Develops and maintains an orientation program approved by the Division of TennCare (TennCare) that includes the core elements needed for the training of surveyors;
- Oversees the workload and assignment of surveys for ECF providers across the state;
- Routinely monitors via on-site visits to confirm surveys are technically sound and progressing as scheduled; evaluates the effectiveness of surveyors;
- Tracks survey results, maintains them in an established database and periodically analyzes them for trends across regions;
- Serves as the primary liaison to TennCare regarding the survey process and advises TennCare of program needs and trends;
- Provides oversight for reports issued to providers and TennCare;
- Provides leadership and coaching in performance management goals and actions;
- Provides surveyors with advice, guidance and counseling as needed to ensure they adhere to ECF guidelines;
- Ensures records and files on surveys and other related information can be efficiently retrieved and disseminated.

Qualifications: Executive Service Position. Bachelor's Degree, with experience equivalent to five years of professional intellectual/developmental disabilities and/or mental health work, of which one year must include professional disabilities work and two years must include having supervisory responsibilities. Must be able to travel statewide on a regular basis, utilize a laptop computer, access and utilize web-based programs.

Anyone interested in applying for this position should send their resume and proof of education to Sandra.Owen@tn.gov. Resumes should be submitted by the deadline of close of business on **July 22, 2019**.

If your name appears on the Tennessee Department of Health Abuse Registry, we cannot consider you for employment in this position.

This organization participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will

provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

The State of Tennessee is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination or illegal harassment in the workplace. It is the state's policy to provide an environment free of discrimination or harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, gender identity, sexual orientation, or any other category protected by state and/or federal civil rights laws.